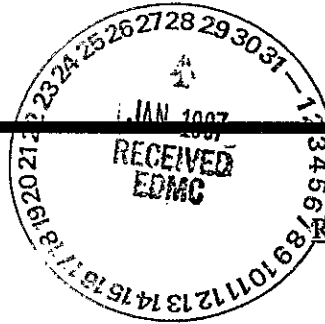


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2.0	ORGANIZATION		
NOTE:	The charter for Analytical Services may be found in WHC-CM-1, <u>Company Policies and Charters</u> .		
2.1	Charters — Section Title (no text)		
2.1.1	222-S Analytical Operations Charter	3	04/13/95
2.1.2	222-S Facility Operations Charter (incorporated into 2.1.1)	<u>Canceled</u>	10/22/93
2.1.3	Program Management and Integration Charter	2	04/05/95
2.1.4	Work Control and Data Management Charter	<u>Canceled</u>	04/26/95
2.1.5	Office of Sample Management	<u>Canceled</u>	04/26/95
2.1.6	Plutonium Finishing Plant Engineering Laboratory	<u>Canceled</u>	07/06/95
2.1.7	Process Laboratories and Technology Charter	<u>Canceled</u>	07/11/95
2.1.8	PUREX Analytical Laboratories Charter	<u>Canceled</u>	07/20/95
2.1.9	Engineering and Technology Services Charter	1	03/31/95
2.2	Committees, Boards, and Task Teams	<u>Canceled</u>	08/17/95
2.2.1	Laboratory Instrument Control Board Charter	<u>Canceled</u>	09/18/96
2.2.2	Chemical Hygiene Committee Charter	1	05/31/95
2.2.5	Laboratories ALARA Committee Charter	<u>Canceled</u>	09/14/95
2.2.6	Laboratories Pollution Prevention Team Charter	1	05/01/95
2.2.8	Laboratory Facility Plant Review Committee Charter	<u>Canceled</u>	06/12/96
2.3.1	Waste Sampling and Characterization Facility — Startup Charter	<u>Canceled</u>	04/12/95
2.3.2	Waste Sampling and Characterization Facility — Analytical Operations Charter	2	02/26/96
2.3.3	Quality Systems Charter	1	08/02/96
2.3.4	Laboratory Transition Charter	0	03/21/95
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3.2	Out-of-Tolerance Report System	<u>Canceled</u>	01/15/93
3.3	Corrective Action Requirements, Occurrence Categorization, Notification, and Reporting (moved to 6.7)	<u>Canceled</u>	09/13/93
3.4	Data Package Preparation	1	08/15/94
3.5	Administration for Nuclear Materials	4	09/09/96
3.6	Laboratories Entry Requirements	0	03/07/95
3.7	222-S Complex Radiological Postings	<u>Canceled</u>	07/25/95
3.8	Shift Turnover at 222-S Laboratories Complex	<u>Canceled</u>	07/06/95
3.9	Laboratory Procedures	5	01/15/96
3.10	Procedure Changes and Procedure Change Authorizations (incorporated into 3.9, Rev. 3)	<u>Canceled</u>	03/23/95
3.11	Format and Content Guide for Analytical Services Technical Procedures	0	11/03/95
3.12	Internal Audit Program (moved to 8.5)	<u>Canceled</u>	08/15/94
3.13	Unreviewed Safety Questions (USQ) Program	<u>Canceled</u>	06/12/96
3.14	Laboratory Sample Tracking	0	08/15/94
3.14-A	Laboratory Sample Tracking — Procedure	0	08/15/94
3.15-A	Data Package Administrative Verification — Procedure	0	08/15/94
3.16	Data Package Control Requirements and Procedure	2	05/01/96
3.16-A	Data Package Control — Procedure (incorporated into 3.16, Rev. 1)	<u>Canceled</u>	03/01/95
3.17	222-S Laboratory Radioactive Material Inventory Control Program	<u>Canceled</u>	09/14/95
3.18	Hanford Environmental Information System (HEIS) Data Entry	0	03/30/95
3.19	Sample Authorization Form (SAF) Issuance and Procedure	0	03/30/95
3.26	Terms and Conditions of Requests for Services at the Waste Sampling and Characterization Facility	0	07/30/96

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4.2	Training Development and Maintenance	0	11/30/93
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6.7	Occurrence Categorization, Notification, and Reporting (Conduct of Operations Chapter 7)	7	07/10/96
6.7-A	Corrective Action Requirements, Occurrence Categorization, Notification, and Reporting — Procedure (incorporated into 6.7, Rev. 5)	<u>Canceled</u>	06/06/95
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8.5-A	Laboratory Assessments — Procedure	0	08/15/94
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December 16, 1996

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Safety Priority and Procedure Compliance Policy	Approved by [original signed by] A. G. King, Manager Hanford Analytical Services Program
Author: Organization:	G. B. Griffin 222-S Operations

1.0 PURPOSE

This manual shall be used by all Hanford Analytical Services Program (HASP) personnel. This includes, for the duration of their assignment, those individuals matrixed or contracted to the organization.

The following policies shall be known and understood by all HASP personnel:

1.1 Procedure compliance is mandatory.

Procedures shall be adhered to at all times.

Procedures shall be developed in accordance with this manual (Section 3.9, "Laboratory Procedures") to safely perform work activities that directly affect the operating or design configuration, operability or accuracy of HASP laboratory facilities, systems, equipment or components. Procedures shall be prepared for all anticipated conditions, events, and tasks, in accordance with this manual, Section 3.11, "Format and Content Guide for Analytical Services Technical Procedures."

In the event of a situation not covered by an approved procedure, personnel shall be directed to take action so as to:

- Maintain the laboratory in a safe condition
- Minimize personnel injury and radiation exposure
- Minimize radioactive release to the atmosphere
- Protect laboratory equipment.

All HASP procedures are designated as "reference use" as defined in WHC-CM-3-5, Document Control and Records Management Manual, Section 12.5, "Technical Procedure Standard." As "reference use" procedures, HASP personnel will not be required to have procedures open and in step-by-step usage if all of the following conditions apply:

- The activity is being conducted by qualified personnel
- The activity is routine and performed frequently

Safety Priority and Procedure Compliance Policy

- The activity is of a nature that an error in performance will not have a significant adverse impact on the facility
- A performance copy of the procedure is readily available
- The activity is being conducted exactly as stated in the procedure.

However, the procedure will be open and in continuous use if:

- A trainee is performing the activity
- Supervision or management has directed the user to do so
- The activity being conducted is nonroutine, complicated, or infrequent
- There is evidence, in the form of incidents or observations, that show a general weakness in procedural knowledge
- The procedure contains signoffs
- An error in performance could cause significant adverse impact on the facility
- The procedure contains an Operational Safety Limit.

Laboratory personnel shall be capable of performing the immediate action steps of emergency procedures without reference to the procedure.

Activities shall be conducted in a deliberate, methodical manner. In addition to strict adherence to procedures, the individual shall continuously evaluate the activity based on their own logical approach. Before performing any procedure, personnel must think about what could go wrong, what should occur as various steps are performed, and what they should do if expected events do not occur. There are very few problems where the personnel do not have a few moments to plan their actions, consult procedures, and then act.

The requirements for personnel to follow procedures do not relieve them of their responsibility to think and to ensure that their actions maintain the laboratory in a safe condition. If doubt exists in a person's mind about what will happen if they do a certain step of a procedure, the person shall not perform that step. Instead, the person shall stop and notify appropriate management and obtain clarification. Similarly, if a person believes a procedure to be incorrect, that person shall stop and notify management of the discrepancy. The person shall not proceed with the evolution until the procedure is changed and correct in accordance with Section 3.9, "Laboratory Procedures."

1.2 Safety will be the first priority in all areas of activity.

1.3 Safety is a condition of employment.

1.4 Personnel will observe all Master Safety Rules.

2.0 RECORDS

Any records generated as a result of activities described in this section will be managed in accordance with applicable Records Inventory and Disposition Schedules.

3.0 DESIGNATED REVIEWERS

Designated Reviewing Organizations

CMPOC

222-S Operations (Champion)

T6-16

WSCF

S3-28

4.0 REFERENCES

WHC-CM-3-5, Document Control and Records Management Manual

WHC-CM-5-4, Laboratories Administration

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